

# OnStage in Utah Funding Opportunity Guidelines

## CONTACT INFORMATION

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## DESCRIPTION

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The Utah Division of Arts & Museums recognizes the important role of Utah's presenters in linking performing artists with audiences and communities. OnStage in Utah is competitive funding available to presenters to support a public performance as well as a separate community engagement activity of in-state or out-of-state performing artists.

**Deadline for grant submission:** June 19, 2015 at 5:00 p.m.

**Request range:** 50% of performing artist fee for performance and community engagement activity only, with a maximum amount of \$2,000 per presenter per year.

This is a competitive panel reviewed grant. Funding is not based on previous organizational funding levels. No organization is guaranteed funding from one year to the next.

## FUNDING ELIGIBILITY

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### Who Can Apply?

- **Utah Presenters** who are located in Utah and are a unit of government, nonprofit organization with 501(c)(3) designation from IRS, or work under a 501(c)(3) [fiscal sponsor](#).
  - ***Presenters** are curators of live performance who are either nonprofit organizations or governmental agencies. They bring touring artists to their communities for live performance, generally on a season or as part of a festival. In addition, they frequently arrange for community engagement activities during an artist's visit such as student performances, lecture demonstrations, master classes and workshops.*  
(Provided by Utah Presenters)
- Grantees who receive **\$10,000 or less** in other grant funding from Utah Division of Arts & Museums within the same fiscal year.

## Funding Scope

- Funding from \$200 to \$2000 may be awarded for each funded application with a maximum amount of \$2000 support per organization per year.
- Funding is for either in-state or out-of-state performing artists.
- Funding will pay no more than 50% of artists' fee (**performance and community engagement activity costs only**).
- Presenters may submit up to two applications; however a separate and specific application must be submitted for each performing artist.
- Funding priorities will be given to rural or **underserved communities**.
  - **Underserved communities** generally describe communities for whom access to the arts is limited by geographic isolation, economic constraints, physical limitations and historic patterns of exclusion.  
(Taken from Western States Arts Federation (WESTAF) website)
- Preference will be given to presenters **block-booking** with at least one other presenter.
  - **Block-booking** describes the act of multiple presenters coordinating on the presenting of the same artist, often resulting in lower artist fees.

## Requirements

- Past OnStage recipients who did not have a performance and separate community engagement activity, or who did not submit an evaluation are not be eligible for funding for one fiscal year.
- Each funded application **must** have a performance that is open to the public. The public performance does not have to be free.
- Each funded application **must** include a community engagement activity using the following guidelines:
  - Community engagement examples include lecture/demonstrations, master classes, in-school education activities involving students with the performing artist, etc.
  - Community engagement activity component must happen within one week of the public performance.
  - For applications submitted on behalf of an institution, the community engagement activity must be directed to individuals outside of the institution. For example, an applicant that is a dance school and also a presenter must provide a community engagement activity for individuals outside of students at the dance school.
    - A good measure for determining the eligibility for a proposed community engagement activity is whether the audience is different than the public performance, though some overlap is to be expected.
  - The following items are not considered to be qualifying community engagement activities:
    - A performance for students that does not include an educational component connected to the art form.
    - Tickets to the public performance offered on a complimentary basis.
    - Radio broadcasts or audio/video podcasts.

- A lecture or demonstration that directly precedes or follows the public performance.
- Performances must be completed within the fiscal year in which the funding is given.
- Presenter must have a tentative agreement or contract with the performing artist for which they are applying.
- Performing artist must have at least 3 years professional performance experience.
- Utah presenters and the Utah performing artists for whom they are applying must each have a presence on [Now Playing Utah](#). The funded performance must also be listed.
- The Utah Arts & Museums [logo](#) must be used in all marketing and print material for the performance and community engagement activity (***future funding affected by fulfillment***).

#### **FUNDS may NOT be used for the following**

- Projects that are already specifically funded by Utah Arts & Museums.
- Performances (*not* community engagement activity) not open to the general public.
- Programs or events in which the performing artist is not the primary focus.
- Programs or events that are commercial in nature or in which the arts are not the primary focus such as magic, stand-up comedy, improv, sidewalk sales, fireworks displays, food festivals, etc.
- The OnStage in Utah program supports touring performing artists; however, guest artists are not eligible. A guest artist is an artist such as a guest performer or conductor for a local symphony performance or a guest choreographer who sets a piece on local dancers.
- Projects that happen outside of Utah.
- Fundraising events or conferences.
- Projects restricted to an organization's membership.

#### **Division of Arts & Museums Grant Policies**

- Utah Arts & Museums funds must be spent between July 1, 2015 and June 30, 2016.
- Late or paper applications are not accepted.
- All organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).
- Grantees must send a letter of appreciation to their legislators thanking them for grants funding and must submit copies with the final evaluation report form.
- Each funded presenter will be required to fill out an evaluation within 60 days of the performance.
- Organizations may not apply for one fiscal year if there are any outstanding financial or reporting obligations due to Utah Arts & Museums for any grant funded by the Division.

## APPLICATION PROCESS

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Grants are due by 5:00 PM on June 19, 2015.

BEFORE filling out your application, **DOWNLOAD the OnStage budget form and funding guidelines** from our website:

1. To download the budget form, click [HERE](#) to access the OnStage in Utah web page.
2. Click on "OnStage in Utah Budget Form" link
3. When prompted, SAVE the file to your DESKTOP and rename it to include your organization's name

### Initial Approach

NEW applicants are encouraged to contact [Jason Bowcutt](#) at 801.236.7554 to discuss their proposal and to ensure eligibility.

### Online submission process

1. Applications must be submitted online at [uamgrants.org](http://uamgrants.org). If you are new to the system, click on "new user" and follow the instructions. If you are a returning user, log in. There is also a link on this page to assist you if you have forgotten your password.

**NOTE: YOUR REGISTERED EMAIL ADDRESS IS YOUR USER NAME**

*Please note: The online grants system works best if viewed in Chrome or Firefox web browsers. If using Internet Explorer be sure your version is 9.0 or higher.*

2. Once logged in click "apply" and then click on the name of the application to open it. Once you have created your application you can return to it as many times as you need to before the deadline. When returning, after initially logging in, you will select "update." After the deadline, you will no longer be able to work on the application.
3. Once you press the submit button, the application will be locked and you will no longer be able to view or edit your application. Submitted applications become part of public record. To unlock the application please contact our Grants Manager, [Laurel Cannon Alder](#), or 801-236-7550. You can view and print your submitted application at any time by logging in to the grants portal at [uamgrants.org](http://uamgrants.org), selecting "update" and clicking the printer icon to the right of the grant name. You will return to this page to access your final report at the completion of your project.

## GRANT PREPARATION & REVIEW CRITERIA

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Applications will be reviewed by a panel of community representatives.

The panel will evaluate each application based on completeness of the application, inclusion of supplemental materials and answers to the following questions:

- General Information
  - Contact Information
  - Federal Tax ID #
  - DUNS Number
  - Is your organization a nonprofit?
  - If no, please indicate the government entity or [fiscal sponsor](#) you will be applying under.
  - Please upload a copy of your 501(c)(3) IRS determination letter if applicable.
  - What is your organization's mission?
  - Name of performing artist for which you are applying
  - Date and time of public performance
  - Location of public performance
  - Date and time of community engagement activity
  - Location of community engagement activity
  - What is the average admission price for the public performance?
  
- Artistic Excellence (40%):
  - How was the performing artist selected (i.e., by committee, seen at juried showcase, etc.)? Why did you choose this artist?
  - How does the performing artist further the artistic vision of your organization and enhance your community?
  - Please upload the performing artist resume or bio.
  - Please provide active link(s) to performing artist work samples. (If you do not have active link(s) then skip to the next question).
  - If performing artist link(s) don't exist please upload work samples here. (Do not upload files if active link(s) exist).
  - If yes, please specify which booking conference attended.
  - Are your events listed on Now Playing Utah?
  - Are you a member of the Utah Presenters' Facebook group?
  - How do you plan to market this event?
  - What strategies will you utilize to evaluate the success of the event and/or your audience development goals?
  - What other sources of cash funding are you projecting for this project? (i.e., sponsors, other grants, individual donors, etc.)
  - Indicate projected in-kind support (i.e., volunteer hours, donated space, etc.)
  - Please upload your budget spreadsheet. Use the budget template found on the Performing Arts page of our website.
  - Upload tentative contract or agreement with artist.
  
- Community Involvement & Access (40%):
  - Provide a brief introduction to your organization and the community you serve.

- Describe the planned community engagement activity. What is it?
  - Please list anticipated participants of the community engagement activity. Who is the audience?
  - Explain the benefit that the *community engagement activity* will provide to your community.
  - Explain the benefit that the *public performance* will have on your community.
  - Please indicate any specific underserved populations you are attempting to reach. Explain how these populations are underserved.
- Sound Management (20%):
    - Indicate total amount of performing artist fee
    - Amount Requested (50% of artistic fee for performance and community engagement activity only)
    - Describe any efforts to book this performing artist.
    - Did you apply for a WESTAF Tour West Grant for this performance?
    - Has anyone from your organization attended a regional performing arts booking conference in the last year?
    - If yes, please specify which booking conference attended.
    - Are your events listed on Now Playing Utah?
    - Are you a member of the Utah Presenters' Facebook group?
    - How do you plan to market this event?
    - What strategies will you utilize to evaluate the success of the event and/or your audience development goals?
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